

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION MANAGER - BUILDINGS AND GROUNDS
CLASS CODE: 2092

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/29/13 (Revises 3/3/1998 version)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction of the Associate Director - Public Works, supervises, plans, coordinates, and directs the work of the Buildings and Grounds Division of Public Works.

CLASS CHARACTERISTICS

This is a Division Manager classification level.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the division.

Makes staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, safety awareness, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.

Supervises and correlates division involvement within the department, and with other County departments, volunteer groups, building tenants, suppliers, engineers, architects, contractors, and outside agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Plans and coordinates preventive and regular maintenance of carpentry, electrical, mechanical, systems, landscaping, and grounds for all Utah County facilities.

Reviews data relating to the cost of building operations and replacement / maintenance of equipment.

Coordinates contract services for the maintenance of County facilities.

Oversees all aspects of public safety concerning County buildings, assigned employees, and hazardous materials.

Responds to questions and complaints from the public, outside agencies, and the County concerning the maintenance of County buildings and grounds.

Participates as a member of the Department Management Team and informs and advises team of project and tenant status.

Maintains current knowledge of building maintenance techniques through professional collaboration, seminar attendance, publications, and other resources.

Assists in design and implementation of remodeling, construction, and capital outlay projects.

Supervises storage, availability, and disposal of surplus items and directs storage of maintenance materials for division and other County departments.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Ability to communicate effectively verbally and in writing; Skill in reading, writing, math, and interpersonal communication;

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Knowledge of principles and practices of facilities operations, maintenance, and management; Knowledge of supervisory techniques, training methods, and personnel procedures; Skill in budget preparation; Knowledge of maintenance engineering and electrical, mechanical, HVAC systems; Skill in interpreting diagrams, sketches, blueprints, and maps; Knowledge of current construction principles, methods, and codes; Skill in cost estimating; Skill in analytical problem solving; Skill in the use of various hand and power tools; and Ability to remain poised in emergency situations.

PHYSICAL DEMANDS

Typically sits at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's Degree in Physical Plant Management or a related field; and six (6) years work experience performing plant management activities including three (3) years in a supervisory capacity.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license and may be required to obtain and maintain a valid State of Utah Grade 2 Water Distribution Certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.